

# Louisiana Office of Telecommunications Management

## Project Request Form OTM-16

Agency/Department \_\_\_\_\_ Main Telephone Number \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ LA Zip \_\_\_\_\_

New Address \_\_\_\_\_ City \_\_\_\_\_ LA Zip \_\_\_\_\_

☐ Under construction ☐ Existing structure Anticipated occupancy date \_\_\_\_\_

☐ Multi-building (campus) environment ☐ Multi-floor environment

If relocating or remodeling, is telephone wiring at new location included in the Capital Outlay or lease specifications (RL2)?

☐ Yes ☐ No (Copy of the telecommunications section of lease agreement must be attached.)

Project to be charged to cost center \_\_\_\_\_ Desired service due date \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

### Type of Project

☐ **Budgetary action (cost quote only)**

☐ Recurring telecommunications cost for budget year \_\_\_\_\_

☐ Replace/expand existing Key or PBX system

☐ Wiring/cable

☐ **Implementation/assistance**

☐ System evaluation

☐ Relocating

☐ Existing Structure

☐ New Structure

☐ Expansion to existing Key or PBX

☐ Centrex redesign (features/equipment)

☐ Overhead paging

☐ Wiring/cable

☐ Other \_\_\_\_\_

Brief explanation of project request

Are funds available in your budget for this fiscal year to cover this project? ☐ Yes ☐ No

Type of telephone system currently in use \_\_\_\_\_

Number of employees \_\_\_\_\_ Number of telephones \_\_\_\_\_

Form completed by \_\_\_\_\_ Date \_\_\_\_\_

Approved by (TC) \_\_\_\_\_ Date \_\_\_\_\_

Print and fax the completed form to OTM at 225-342-7757.

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